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**Supply**

**MANAGEMENT AND PROCEDURES OF  
GROUND FUELS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this instruction is PMI-DCSI SBSS/LGRF (Mr. Don Kwiecinski). This supplement implements and extends the guidance of Air Force Instruction (AFI) 23-201, **Fuels Management** and AFI 23-204, **Organizational Fuel Tanks**. This instruction describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFI. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFI37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision updates office symbols, organizational designations and paragraph numbering. It clarifies spill reporting (paragraph **1.4.2.1**) and expands site emergency low/reorder levels (**Attachment 1**).

**1. Responsibilities:**

1.1. Fuels Management Branch (PMI-DCSI SBSS/LGRF) will:

- 1.1.1. Initiate requisition action on fuels requests obtained from using organizations, monitor contractor due-ins, and process receipt invoices.
- 1.1.2. Coordinate all missile field dispatches with 341 MOS/MXOOS to obtain vehicle escorts for deliveries to the 10th, 12th, 490th, and 564th Missile Squadrons (MS) Launch Facilities (LF).
- 1.1.3. Notify 341 LRS/TCC of all arrivals and departures to and from each location from SB/LF/MAF for the purpose of vehicle tracking.

1.2. Maintenance Operations Plans Section (341 MOS/MXOOS) is the sole point of contact for fuel status of the LFs. Responsibilities include, but are not limited to, having levels checked, ordering and checking deliveries, and ensuring fuel quantities do not exceed or go below the levels indicated in **Attachment 1**. Maintenance Operations Plans Section will:

1.2.1. Determine the fuel level of any LF where the emergency power generator has been operating more than 24 hours. Notify the Fuels Resource Control Center.

1.2.2. Immediately request a dispatch from PMI-DCSI SBSS/LGRF whenever an emergency low condition exists at an LF. See **Attachment 1**.

1.2.3. Extract LF diesel fuel information from IMMP and print a formal report to file in the fuels management folder by the 15th of each month.

1.2.4. Send a report for the 10th, 12th, 490th, and 564th Missile Squadron LFs to the Fuels Management Branch (PMI-DCSI SBSS/LGRF) indicating estimated fuel requirements.

1.2.5. Provide the Fuels Management Branch with a monthly list of sections designated as fuels escorting sections. This list must be updated as changes occur.

1.3. The 341st Missile Maintenance Squadron (341 MMXS) will:

1.3.1. Maintain an adequate number of vehicle escort personnel who have been trained by PMI-DCSI SBSS/LGRF.

1.3.2. Ensure all maintenance teams returning from the missile complex record LF diesel fuel readings on dispatch work pages.

1.3.3. Complete receipt procedures as required by paragraph **3**. for commercial receipts to the 10th, 12th, 490th and 564th Missile Squadrons.

1.4. MAF Management:

1.4.1. Provide Fuels Management with a list of sections designated as fuels escorting sections. Update the list as changes occur.

1.4.2. The squadron superintendents for the 10th, 12th, 490th, and 564th Missile Squadrons are the sole contact points for fuel status at the MAFs. The squadron NCOICs will:

1.4.2.1. When possible, submit fuel requirements by fax to PMI-DCSI SBSS/LGRF on Tuesdays, if required. Emergency requests can be made at any time. Fuel requests must be minimum of 250 gallons with an expected delivery date of no less than 2 days for commercial and 3 days for local purchase sites. Report all fuel spills to 341 CES/CEV immediately at ext 6163. All fuel spills must be cleaned up immediately.

1.4.2.2. Provide PMI-DCSI SBSS/LGRF with receipt invoices within 5 duty days of delivery.

1.5. Individual facility managers will:

1.5.1. Gauge all issue tanks on a daily basis and check for signs of water and fuel leaks at least weekly.

1.5.2. Gauge support tanks on Tuesday of each week.

1.5.3. Maintain AF Form 500, **Daily and Weekly Fuel Record**, on a daily basis. A sample and instructions for completing the AF Form 500 is found in AFI 23-204.

1.5.4. Relay current fuel inventories to the squadron command post (SCP) each Tuesday. The SCP will call their respective superintendent with a consolidated report for that squadron.

1.5.5. Supervise all contractor fuel deliveries according to paragraph 3.

**2. On-Base Receipt Procedures.** Commercial fuel truck drivers delivering fuels to other than Fuels Management tankage must report to building 1469 prior to making base deliveries, i.e., WSA fuel tanks. (*EXCEPTION*: trucks making deliveries to the base exchange service station).

**3. Off-Base PMI-DCSI SBSS/LGRF Deliveries Receipt Procedures.**

3.1. A tank custodian or vehicle escort must be present at the time of delivery and sign the AF Form 1994, **Fuels Issue/Defuel Document (DOD)**.

3.2. Ensure the delivery is at the correct destination.

3.3. Verify the quantity of fuels to be delivered.

3.4. Get the beginning meter reading from the delivery vehicle meter and annotate the delivery invoice. Supervise the filling of all tanks.

3.5. Complete the AF Form 1994 in accordance with [Attachment 2](#).

3.6. When the delivery is completed, annotate the ending meter reading and compute the total gallons received. Sign the invoice and AF Form 1994 and send the documents to the respective squadron superintendent. Squadron superintendents will forward all receipt documentation to Fuels Management.

3.7. Forward the AF Form 1994 and delivery invoice documents to PMI-DCSI SBSS/LGRF within 5 duty days of receipt. Report all fuel spills to 341 CES/CEV immediately at ext 6163. All fuel spills must be cleaned up immediately.

3.8. MAFs will maintain AF Form 500, **Daily and Weekly Fuel Record**, on a daily basis. A sample and instructions for completing the AF Form 500 is found in AFI 23-204.

**4. Base Fuel Management Tank Custodian Training Program.**

4.1. Organizations requesting scheduled training must make an appointment by contacting PMI-DCSI SBSS/LGRF.

4.2. Letters of appointment signed by the squadron commander must be provided to PMI-DCSI SBSS/LGRF to request training. Completion of training will be documented on the AF Form 3137, **General Purpose Form**, and be maintained in the Fuels Accounting/Resource Control Center.

**5. Forms Adopted.** This publication adopts AF Form 500, **Daily and Weekly Fuel Record**, AF Form 1994, **Fuels Issue/Defuel Document (DOD)**, and AF Form 3137, **General Purpose Form**.

C. DONALD ALSTON, Colonel, USAF  
Commander

## Attachment 1

## EMERGENCY LOW/REORDER LEVELS

LOCATION	TANK/SITE	CAPACITY	LOW/REORDER LEVEL	EMR LEVEL	CONTENT
MAF Wing I					
(Alpha through Oscar)	107	12,000	9,000	4,500	DL-1
(Hotel)	107	1,600	600	350	DL-1
(Support Tanks) Garage (Alpha through Foxtrot, Hotel, Lima, Oscar)		260	125	75	DL-1
(Golf)		270	100	50	DL-1
(Kilo, Mike, November)		1,000	500	250	DL-1
(India)		N/A	N/A	N/A	N/A
LF (Alpha through Oscar)					
MAF/Wing I Squad 4	101	4,000	3,000	2,750	DL-1
(Papa through Tango)	301	15,000	11,250	3,750	DL-1
(Support Tanks)	106	4,000	1,850	925	DL-1
LF (Papa through Tango)	107	1,000	500	250	DL-1
Q14/Q15		11,000	6,000	2,750	DL-1
	501	4000	3000	2750	DL-1
MISSILE ALERT FACIL- ITY (Issue Tanks)					
MAF Alpha					
	A-1-1	2,000	660	500	UNLED MOGAS
	A-1-2	1,000	330	250	DL-1
MAF Bravo					
	B-1-1	2,000	660	375	UNLED MOGAS
	B-1-2	1,000	330	250	DL-1
MAF Charlie					
	C-1-1	2,000	660	500	UNLED MOGAS
	C-1-2	1,000	330	250	DL-1
MAF Delta					
	D-1-1	2,000	660	500	UNLED MOGAS
	D-1-2	1,000	330	250	DL-1

MAF Echo	E-1-1	2,000	660	500	UNLED MOGAS
	E-1-2	1,000	330	250	DL-1
MAF Foxtrot	F-1-0	2,000	660	200	UNLED MOGAS
	F-1-0	1,000	330	100	DL-1
MAF Golf	G-1-1	2,000	660	200	UNLED MOGAS
	G-1-2	1,000	330	100	DL-1
MAF Hotel	H-1-1	2,000	660	200	UNLED MOGAS
	H-1-2	1,000	330	100	DL-1
MAF India	I-1-1	2,000	660	200	UNLED MOGAS
	I-1-2	1,000	330	100	DL-1
MAF Juliet	J-1-1	2,000	660	200	UNLED MOGAS
	J-1-2	1,000	330	100	DL-1
MAF Kilo	K-1-1	2,000	500	375	UNLED MOGAS
	K-1-2	1,000	330	75	DL-1
MAF Lima	L-1-1	2,000	500	375	UNLED MOGAS
	L-1-2	1,000	330	75	DL-1
MAF Mike	M-1-1	2,000	500	375	DL-1
	M-1-3	1,000	330	75	UNLED MOGAS
MAF November	N-1-1	2,000	500	375	UNLED MOGAS
	N-1-2	1,000	330	100	DL-1
MAF Oscar	O-1-1	2,000	500	375	UNLED MOGAS
	O-1-4	1,000	330	75	DL-1
MAF Papa	P-0	2,000	500	375	UNLED MOGAS
	P-0	1,000	100	100	DL-1
MAF Quebec	Q-0	2,000	500	375	UNLED MOGAS

	Q-0	1,000	100	75	DL-1
MAF Romeo	R-0	2,000	250	250	UNLED MOGAS
	R-0	1,000	100	75	DL-1
MAF Sierra	S-0	2,000	500	250	REG MOGAS
	S-0	1,000	250	150	DL-1
	S-0	1,000	250	150	UNLED MOGAS
MAF Tango	T-0	2,000	500	375	UNLED MOGAS
	T-0	1,000	100	75	DL-1

**Attachment 2**

**INSTRUCTIONS FOR COMPLETING AF FORM 1994 (COMMERCIAL RECEIPTS)**

***References***

AFMAN 23-110, Vol I, Part Three, Chapter 1, paragraph 1.79.

**A2.1. For fuel grade MUR and DL-1 (Issue Tanks)**

Block A: Fuel grade: MUR or DL-1

Issue Pt-No: enter "Bulk"

BFMO DODAAC: enter "4626"

Sys Des: enter "01"

Block B: enter "220"

Block C: enter location (Alpha, Golf, Kilo, Tango, etc.)

Blocks D, E, F, G, and I: leave blank

Block H: Issued by (signature of vehicle operator)

Received by: (facility manager's signature, printed name and grade)

Block J: Trans date: enter date of receipt

Card Columns:

1-3: enter "1RF"

4-6: enter "SPC"

7: enter "4"

8-22: leave blank

23-24: enter "GL"

25-29: enter amount received

30: leave blank

31-33: enter "220"

34-35: enter "GF" for issue tanks

36-39: date received

40-44: leave blank

45-50: enter "FP4626"

51-53: leave blank

54-56: enter "201"

57-80: leave blank

**A2.2. For fuel grade DL-1 (Support Tanks)**

Block A: Fuel grade: DL-1

Issue Pt-No: enter "Bulk"

BFMO DODAAC: enter "4626"

Sys Des: enter "01"

Block B: enter "909"

Block C: location (Alpha, Charlie, etc.)

Blocks D, E, F, G, and I: leave blank

Block H: Issued by (signature of vehicle operator)

Received by (facility manager's signature, printed name and grade)

Block J: Trans date: enter date of receipt

Card Columns:

1-3: enter "1RF"

4-6: enter "SPC"

7: enter "2"

8-22: leave blank

23-24: enter "GL"

25-29: enter amount received (zero and right adjust)

30: leave blank

31-33: enter "909"

34-35: enter "ML"

36-39: enter date received

40-44: leave blank

45-50: enter "A00506"

51-53: leave blank

54-56: enter "201"

57-80: leave blank